



Stephen Cooke <stevecooke.c@gmail.com>

Fwd: Upcoming Routine Inspection - October 2017

5 messages

Heather finn <heather111finn@gmail.com>

Wed, Sep 20, 2017 at 8:21 PM

To: stevecooke.c@gmail.com

----- Forwarded message -----

From: "Lauren Forbes" <LaurenF@leahjay.com.au>

Date: 20 Sep. 2017 4:34 pm

Subject: Upcoming Routine Inspection - October 2017

To: "heather111finn@gmail.com" <heather111finn@gmail.com>

Cc:

Dear Stephen & Heather,

Re: Property Inspection - 29 Lawson Street HAMILTON

As you are aware one of our responsibilities is to carry out inspections of the property on behalf of the owner. This enables us to prepare a report on the state of repair and cleanliness of the home.

Do you have any repair requests?

A Repair Request form is enclosed for you to make note of any repair or maintenance issues you feel need attention. We will collect this form at the inspection and include your requests in our report to the owner.

When is the inspection?

We have scheduled your inspection for October 12, 2017 between 9:00AM and 5:00PM and will take approximately 10 – 15 minutes. Please note the owner may be in attendance for the inspection.

What if you're not at home?

In the case that you are not home we will bring the master key and leave a card to let you know we have been. If there are any details regarding access that we should know (e.g. alarm) please contact us prior to the inspection.

An important notice about pets

If you have pets at the property we ask that they are restrained for the duration of the inspection as a safety precaution and also to prevent them from escaping the premises. If you have an animal and are unable to ensure this, please let us know prior to the inspection.

What to expect when we inspect

To help you prepare for your inspection we have enclosed a checklist for your reference.

Thank you in advance for your assistance.

Yours faithfully

Lauren Forbes
Senior Property Manager

What to expect when we inspect

To assist you to prepare for your routine inspection we have provided a checklist of items that will be noted by us on the day. When looking at these items we may be considering the cleanliness and/or maintenance or checking for faults or undetected issues.

Lawns and edges mowed and trimmed
Garden beds free from weeds, plants and shrubs trimmed and watered
No rubbish stored in or around the property
Any damage caused by pets
General cleanliness and tidiness throughout the property
Any damage, maintenance or repairs required throughout the property
Cupboards under sinks will be opened to check for possible leaks
We may need to open cupboards or wardrobes that are adjacent to wet areas to inspect for possible leaks
Ovens and stovetops are clean from grease and other build up. The oven door will be opened to inspect the inside
Exhaust fans are free from dust and other build up
No evidence of mould in wet areas and adequate ventilation is provided
Shower screens are free from soap scum



Request A Repair.pdf

149K

stevecooke.c <stevecooke.c@gmail.com>

Wed, Sep 20, 2017 at 8:28 PM

To: Heather finn <heather111finn@gmail.com>, LaurenF@leahjay.com.au

Hi Lauren,

Stephen here, were out of the country on Oct 12th but we are back on Oct 14th, we would really prefer if you could schedule a visit any day after the 14th.

Please let us know.

Kind regards,

Stephen Cooke

Sent from my Samsung Galaxy smartphone.

[Quoted text hidden]

Lauren Forbes <LaurenF@leahjay.com.au>

Fri, Sep 22, 2017 at 4:47 PM

To: "stevecooke.c" <stevecooke.c@gmail.com>, Heather finn <heather111finn@gmail.com>

Cc: Lauren Forbes <LaurenF@leahjay.com.au>

Hi Stephen

Thanks for the email.

Should be fine for the following week. Can we make it Monday 16th?

Kind Regards,

Lauren Forbes
Senior Property Manager



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[Quoted text hidden]

stevecooke.c <stevecooke.c@gmail.com>

Sat, Sep 23, 2017 at 6:11 AM

To: Lauren Forbes <LaurenF@leahjay.com.au>, Heather finn <heather111finn@gmail.com>

Thats perfect!

We will see you on Monday 16th.

Thank you Lauren. :)

[Quoted text hidden]

Lauren Forbes <LaurenF@leahjay.com.au>

Mon, Sep 25, 2017 at 9:17 AM

To: "stevecooke.c" <stevecooke.c@gmail.com>, Heather finn <heather111finn@gmail.com>

Great thank you.

[Quoted text hidden]